

## **JOB OPPORTUNITIES – OCTOBER 4, 2012**

- Probation Bureau Chief
- PSW II - Program Support Bureau

[\(Scroll down to see job description\)](#)

**Job details**

Job 1 of 1

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• Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules**General Information****THE PROBATION DEPARTMENT**

The County of Los Angeles Probation Department was established in 1903 and has since become the largest probation department in the world. With a current operating budget of under \$700 million and approximately 6,170 budgeted positions, the Department promotes public safety, ensures victim's rights, and facilitates a positive change in adult and juvenile probationers. The Department also serves all Superior Courts of Los Angeles County, and provides an extensive range of services, which include: recommending and enforcing court-ordered sanctions for probationers; operating juvenile correctional institutions, including, the detention of approximately 3,600 juvenile offenders; supervising and monitoring approximately 60,000 adult probationers and 20,000 juvenile probationers; preventing and reducing criminal activity by developing and implementing strategies from early intervention through suppression; and proactively seeking out and maximizing all opportunities to positively impact the behavior of probationers, their families, and their communities. The Department is involved with evidence-based practices. Over two-thirds of the Department's employees are engaged in some aspect of professional probation work. The Department has over 50 work locations including three juvenile halls, 19 residential treatment facilities, one day reporting center, and over 20 field services offices. The Department's headquarters are located in Downey, California.

**Position/Program Information****POSITION INFORMATION**

The Bureau Chief, Probation reports to a Deputy Director, Probation and is responsible for directing, managing, and evaluating the daily activities of a major operating bureau such as Adult/Juvenile Services in a given District, management services, detention services, residential treatment services, placement services, and AB 109. The position has full management responsibility for a major operating bureau and its programs, services and activities, including administrative responsibility for appropriate staffing levels, work methods, processes and procedures. The Bureau Chief, Probation is a senior management position in the department, and as such, assists in the development, implementation, and evaluation of short and long-term departmental and bureau-wide goals and objectives, programs, policies and procedures to improve program operations and the provision of services, including employee performance and accountability. Incumbents must have the ability to plan, manage and coordinate programs and administrative activities where numerous contingency factors are involved, the ability to formulate policies and procedures, as well as the ability to communicate clearly and effectively to establish and maintain effective relationships with managers, employees, representatives from public and private organizations, community groups, and the general public.

**Essential Job Functions**

Major job duties of the Bureau Chief, Probation include but are not limited to the following:

- Plans, organizes, coordinates, and manages the daily operations of a major

operating bureau and associated programs, projects and services.

- Develops, monitors and evaluates bureau programs and projects, coordinating their activities and advising management staff on matters of policy and administration.
- Administers, develops, interprets, and evaluates bureau objectives, policies and procedures in accordance with department strategic goals, requirements and standards, and applicable Federal, State, and County regulations.
- Has overall responsibility for the development of the annual budget for the bureau, provides for its fiscal execution, authorizing and monitoring budget expenditures and controls including the preparation of reports.
- Plans, implements and coordinates the development of bureau policies and procedures to increase departmental efficiency, reduce administrative costs, and improve mandated services to the courts and the community.
- Assists in the formulation of departmental policies and procedures to maintain effective levels of bureau program services and assistance to the courts in the administration of justice.
- Evaluates the performance of subordinate managers in their assigned areas of responsibility against defined performance plans.
- Confers and consults with judicial personnel from various Courts, the District Attorney, Public Defender, Sheriff, Police and Fire Departments and with private organizations and civic groups regarding the interpretation of probation programs and policies.
- Participates in conferences and meetings with probation management and outside agencies and personnel in planning and implementing programs.
- Serves as a management team member to develop and implement departmental policies, procedures and programs.
- Ensures probation programs and services promote and adhere to county and department strategic plans and general management practice.
- Evaluates existing programs, services and outcomes, if necessary, recommends changes to ensure their overall effectiveness.
- Directs the development and implementation of improvements to programs and procedures.

## Requirements

### SELECTION REQUIREMENTS

**Option 1:** Two years of experience at the level of a Senior Probation Director\* with full administrative responsibility for the daily management of staff, resources and activities within a major diversified probation program or function, including developing, managing, and evaluating program goals, work methods, policies, personnel, and budget.

**Option 2:** Five years of experience at the level of Probation Director\*\* directing a highly diversified probation program or function.

**Option 3:** Bachelor's degree from an accredited\*\*\* four year college and six years of experience acting as administrative head of a division providing human and/or social services in the field of probation, parole, or correction.

## Physical Class

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

## License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

## Desirable Qualifications

### DESIRABLE QUALIFICATIONS

- Extensive experience in planning, directing, administering, coordinating and evaluating the operations and programs related to probation services, such as detention services, residential treatment services, adult field services, juvenile field services or placement services.
- Thorough knowledge of current trends and development in the fields of probation and correction.
- Thorough knowledge of and ability to interpret and apply State, federal and local laws, and regulations affecting the activities of a Probation Department.
- Experience in planning and implementing bureau-wide policies and methods to achieve maximum operational efficiency and reduce administrative costs.
- Experience working effectively with public officials, agencies, community groups, private organizations, and various segments of the justice system.
- Demonstrated knowledge, skills, and abilities required to develop, administer and monitor the department's contracting program to increase effectiveness and efficiency and reduce administrative costs.
- Demonstrated knowledge, skills and abilities in the development and preparation of a major bureau's budget for inclusion into the overall department's budget.
- A Master's degree or higher in Public Administration, Business Administration,

**Special Requirement Information**

Criminal Justice, or closely related field.

- Excellent oral and written communication skills.

\*In the County of Los Angeles, a Senior Probation Director has administrative responsibility for highly diversified probation programs or functions. Incumbents function as an operational division head responsible for all aspects of program management that require a high level of coordination, oversight and accountability.

\*\*In the County of Los Angeles, a Probation Director act as administrative head of a large or specialized and complex juvenile institution, diversified operational unit, or has administrative responsibilities for a major probation program or function.

**NOTE:** In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must submit a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing. If you are unable to attach required documents, you may fax them to (213) 380-3681 within five (5) days of filing. Please send it Attention, Naila Jahan, and include exam number and exam title.

**LICENSE:** A valid California Class "C" Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**SPECIAL INFORMATION:** Positions in this class may be required to possess a certificate of completion of a 40-hour introductory training course on the laws of arrest under Penal Code Section 832 and the Commission on Peace Officer Standards and Training (POST) or shall obtain such certification within 90 days of appointment to the position.

**Accreditation Information**

\*\*\***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination Content****SELECTION AND EXAMINATION PROCESS**

**The acceptance of your application depends on whether you clearly show that you meet the Selection Requirements. Also, please indicate how your professional qualifications meet the areas indicated in the Desirable Qualifications. FAILURE TO PROVIDE THE COMPLETE INFORMATION IN YOUR EMPLOYMENT APPLICATION MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.** Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position as it relates to meeting the Selection Requirements.

**This examination will consist of three (3) components with a combined examination weight of 100%:**

**Component I:** A proctored online written test that will assess overall critical thinking and problem solving skills weighted 25%. **Component II:** A computerized Work Styles Assessment written test that will assess Director Potential, Director Judgment, Leadership Professionalism, Deductive Reasoning; Business Acumen; Drive for Results; Building Relationships, and Self Motivation weighted 40%. **Component III:** An interview that will assess experience and the general abilities to perform the duties of the position, such as leading and managing people, managing work operations, interpersonal/communication skills, and work skills weighted 35%. All qualified candidates will be invited to take all components in the examination and must achieve a passing score of 70% or higher in the examination in order to be placed on the eligible register.

**NOTE:** Candidates that have taken the identical written tests for other exams (e.g., Senior Manager, CEO, Examination Number 183; Departmental Finance Manager III, Examination Number R1054A; Departmental Human Resources Manager I, Examination Number R1883B; Departmental Human Resources Manager II, Examination Number R1884B; Departmental Human Resources Manager III, Examination Number R1885D; Regional Operations Manager, Examination Number D8773M; Departmental Finance Manager, Examination Number D1053A; and Principal Application Developer, Examination Number R2526C) within the last (12) months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

**This examination contains test components that may be used in the future for new examinations. Your scores in this examination may be transferred to the new**

examination and you may not be allowed to re-take any identical test parts for at least a year.

Invitation letters for testing will be sent via email. Candidates who do not pass the examination will be notified by US mail. Scores cannot be given over the telephone. **WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

**Special  
Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES  
PREPARE FOR EMPLOYMENT TESTS**

- An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>. Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."
- You can also access practice tests for the computerized version of the test by going to the following website: <http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

**Vacancy  
Information**

**VACANCY INFORMATION**

The resulting eligible register for this examination will be used to fill vacancies in the various bureaus of the Probation Department of the County of Los Angeles.

**Eligibility  
Information**

**ELIGIBLE REGISTER INFORMATION**

The names of successful candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete in this examination more than once every twelve (12) months.

**Available Shift**

Any

**Application and  
Filing  
Information**

**ONLINE FILING INSTRUCTIONS**

Applicants are required to submit a standard Los Angeles County Employment Application **online only** to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications. Applications will not be accepted by mail, fax, or in person. Applicants must submit their applications by 5:00 pm, PST, on the last day of filing. This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

**APPLICATION INSTRUCTIONS:** Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

**APPLY ONLINE BY CLICKING ON THE LINK ABOVE OR BELOW THIS BULLETIN THAT READS, "APPLY TO JOB"** starting Wednesday, October 3, 2012 so you can track the status of your application and get notified by your progress by email.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**SOCIAL SECURITY NUMBER:** All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**County of Los  
Angeles  
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job SearchTab, and then click on the County of Los Angeles Bulletin Information link.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Naila Jahan
<b>Department Contact Phone</b>	(213) 738-2022
<b>Department Contact Email</b>	njahan@hr.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 351-2951
<b>Teletype Phone</b>	(800) 899-4099
<b>California Relay Services Phone</b>	(800)735-2922
<b>Alternate TTY Phone</b>	(800) 897-0077
<b>Job Field</b>	Administration
<b>Job Type</b>	Officials and Administrators

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**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
PROGRAM SUPPORT BUREAU – MHSA IMPLEMENTATION AND OUTCOMES DIVISION**

**VACANCY ANNOUNCEMENT**

**Psychiatric Social Worker II**

**THIS IS NOT AN OFFICIAL EXAMINATION  
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH ONLY**

The Program Support Bureau is seeking a qualified mental health professional to fill a vacant Psychiatric Social Worker II position in the Mental Health Services Act (MHSA) Implementation and Outcomes Division. This person will be a part of a multi-disciplinary team focusing on training and clinical consultation related to the evaluation of MHSA programs funded under the Prevention and Early Intervention (PEI) Plan. The Psychiatric Social Worker II will partner with PEI Administration, Age-group leads and Evidence Based Practice (EBP\*) leads to provide clinical consultation and training to program staff of directly operated clinics and contract providers on the implementation of, and adherence to EBPs\*, consistent with the MHSA PEI guidelines.

**EXAMPLES OF DUTIES:**

- Assist in identifying training needs, developing training materials and providing training on the administration and interpretation of outcome measures for PEI EBPs\*.
- Identify training needs, develop training materials and provide training on the utilization of the MHSA PEI outcomes data application.
- Provide clinical consultation on how to use outcome data to improve and change practice.
- Provide technical assistance, consultation, training and monitoring of outcomes data.
- Plan, coordinate and facilitate learning collaboratives for providers regarding the utilization of MHSA PEI outcomes reports to help guide treatment decisions.
- Work with multidisciplinary team to compile and analyze reports, and write reports to provide contract providers and directly operated clinics feedback regarding performance outcomes for PEI EBPs\*.
- Assist Service Area PEI staff and PEI Administration with review and evaluation of the implementation of EBPs\* to ensure practices are implemented with model fidelity.
- Complete special projects as assigned by District Chief and Program Head.

**DESIRABLE QUALIFICATIONS:**

- Knowledge and experience of MHSA PEI and Evidence Based Practices;
- Outstanding oral and written communication skills;
- Strong interpersonal skills, including the ability to train and provide technical assistance to providers and Department staff on the use of outcome measures and reports;
- Outstanding attention to details;
- Strong organizational skills and ability to prioritize projects;
- Proficiency in creation and use of databases such as Microsoft Access and Excel;
- Strong ability to utilize data to assist providers in achieving clinical goals

\* “EBPs” is used to refer to Evidence Based Practices, Promising Practices (PP), and Community Defined Evidence (CDE) practices.

Interested individuals currently holding the title of the Psychiatric Social Worker II, or a license eligible Psychiatric Social Worker I, are encouraged to submit their resume, last two Performance Evaluations, and master time card for review and consideration to:

**Kara Taguchi, Psy.D., Program Head**  
**MHSA Implementation and Outcomes Division**  
**695 S. Vermont Ave. 8<sup>th</sup> Floor**  
**Los Angeles, CA 90005**  
**FAX: (213) 351-2762**  
**ktaguchi@dmh.lacounty.gov**

**AN EQUAL OPPORTUNITY EMPLOYER**

**This vacancy notice will remain open until the position is filed**